

State of Michigan

Department of Management and Budget

Space Estimator (Page 1 of 4)

(Must be submitted with your 618)

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Office Work Area Requirements

Agency: Department: Location:			Contact Person: Telephone: Email:			Creation Date: Revised Date:				
					Current Space Needs		Future Space Needs			
Work Areas	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Current Number of Staff	Current Net Work Area	Staff Growth	Total Number of Staff	Total Net Work Area	Comments (Required when using User Override)
Department Director	Enclosed Office	350		x		0		0	0	
Chief Deputy Director (19 & above)	Enclosed Office	250		x		0		0	0	
Deputy Director, Assistant Director, Bureau Director (18 & above)	Enclosed Office	225		x		0		0	0	
Division Heads or Chiefs, Agency Director (18 & above)	Enclosed Office	180		x		0		0	0	
Special Designation Office (requires justification)	Enclosed Office	150		x		0		0	0	
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x		0		0	0	
Supervisors	Open Office	80		x		0		0	0	
Professionals, Technicians	Open Office	80		x	30	2,400		30	2,400	Health Professions has prepared proposal to increase staff (included 2 extra cubicles to accommodate)
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x		0		0	0	
Hotelling Space	Shared Open Office	20		x		0		0	0	
					Total Current Work Area Requirements Staff Area 30 2,400		Total Future Work Area Requirements Staff Area 30 2,400			

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Special Support Area Requirements

Agency: LARA Department: MCB, UIA, Health Systems, MRS Location: Gaylord			Contact Person: Teri Martin Telephone: (517) 241-3579 Email: martint4@michigan.gov			Creation Date: Revised Date:		
						Space Needs		
Public Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area	Comments
	Reception Area	N/A	400	x	N/A	1	400	reception/service/waiting all inclusive
	Service Counter/Waiting Area	N/A		x	N/A		0	
	Security Guard Station	N/A		x	N/A	0	0	
	Interview Rooms	120		x	N/A	1	120	MRS Interview Room for 2 staff
	Public Access Toilet Facilities	80		x	N/A	4	320	2 public, 2 staff only
TOTAL PUBLIC USE SPACE:						840		
Conference & Meeting Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
	Conference (40+ Person)	800	N/A	x	0		0	
	Conference (10-12 Person)	300	N/A	x	1		300	increased from 250 to 300 square feet
	Conference (6-8 Person)	150	N/A	x	1		150	
	Conference (2-4 Person)	100	N/A	x	0		0	
	Team Work Area	120		x	0		0	
TOTAL CONFERENCE & MEETING SPACE:						450		
Special Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
	Mail Area	80		x	1		80	
	Records & Storage	100		x	2		200	
	Copy / Fax Area	36	N/A	x	1		36	
	Recycling Station	36	N/A	x	1		36	
	Lunch / Break Room	110		x	1		110	
	First Aid Room	120		x	1		120	
	Unassigned Filing	9	N/A	x	30		270	
	LAN / Telecommunications Closet	100		x	1		100	
TOTAL SPECIAL USE SPACE:						952		
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:						2,242		

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(Must be submitted with your 618)**User Defined Area (Non-Standard Office Space)**

Agency:		Contact Person:		Creation Date:					
Department:		Telephone:		Revised Date:					
Location:		Email:							
						Space Needs			
User Defined Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required)	
		N/A		x	N/A		0		
		N/A		x	N/A		0		
		N/A		x	N/A		0		
		N/A		x	N/A		0		
		N/A		x	N/A		0		
TOTAL USER DEFINED AREA REQUIREMENTS:						0			

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Summary Page

Agency: Department: Location:	Contact Person: Telephone: Email:	Date: Date Revised:
DMB Project Number: 		

	Current Space Needs		Future Space Needs		Comments
	Staff	Area	Staff	Area	
Office Work Area Requirements					
Enclosed Office	0	0	0	0	
Open Office	30	2,400	30	2,400	
TOTAL NET WORK AREA REQUIREMENTS:	30	2,400	30	2,400	

	Space Needs	Comments
Special Support Area Requirements		
Public Use Area	840	
Conference & Meeting Area	450	
Special Use Area	952	
User Defined Area	0	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:	2,242	

TOTAL NET OFFICE SPACE REQUIREMENTS:	4,642	
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	Net to Usable Ratio: 70% User Override Net to Usable Ratio: 83%
TOTAL USABLE OFFICE SPACE REQUIREMENTS:	5,593 Square Feet
Total Current Staff:	30
Total Future Staff:	30
Percent Growth:	0%